

Gateway Monument Demonstration Program



Annual Report January 1, 2006 – December 31, 2006

March 30, 2007



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To further the Department's effort to implement Director's Policy 22, Context Sensitive Solutions, and address the needs of a city, county, or township (Local Entity), the Department has initiated a demonstration program to consider implementation of gateway monuments within the State right-of-way. A gateway monument is defined as any freestanding structure or sign, non-integral or non-required highway feature, which communicates the name of a city, county or township. Gateway monuments are solely planned, designed, funded, constructed, and maintained by a Local Entity. (See Attachment 3 for the guidelines for the Gateway Monument Demonstration Program.)

The demonstration program will be in effect for a four-year duration, beginning January 1, 2005 and ending on December 31, 2008. The Department accepted preliminary gateway monument proposals only during the first two years of the demonstration program, concluding on December 31, 2006. The remaining two years of the program allows for implementation, monitoring and evaluation of the gateway monuments constructed within the State right-of-way.

The process for the development of a gateway monument proposal is:

Preliminary Proposal:

- The Local Entity submits a preliminary gateway monument proposal to the District Gateway Monument Coordinator prior to the December 31, 2006 deadline.
- The District Gateway Monument Coordinator evaluates, circulates within the District and comments on the preliminary proposal.

Qualified Preliminary Proposal:

- Upon receipt of a qualified preliminary proposal, the District Gateway Monument Coordinator circulates the proposal for review and comment to the Landscape Architecture Program District Coordinator and appropriate functional units within the District.
- The Landscape Architecture Program District Coordinator forwards the qualified preliminary proposal to the Headquarters Design Coordinator for review and comment and, if work is proposed on an Interstate highway, to the Headquarters, Division of Design, Office of Encroachment Exceptions, for additional processing and FHWA review and comment.
- The District Gateway Monument Coordinator advises the Local Entity to address comments and re-submit as a qualified final proposal.

Qualified Final Proposal:

- Upon submittal of a Qualified Final Proposal, the District Gateway Monument Coordinator evaluates the final proposal to verify that previous comments have been addressed in the submittal.
- The District Gateway Monument Coordinator forwards the qualified final proposal to the Landscape Architecture Program District Coordinator and Headquarters Design Coordinator for review and written concurrence, then to the District Director for approval.

Final Submittal:

- The Local Entity presents a final submittal to the District Permit Engineer for processing as an encroachment permit. If the proposal is on an Interstate highway, the District Permit Engineer will forward the final submittal to Headquarters, Division of Design, Office of Encroachment Exceptions, to obtain written approval from FHWA prior to finalizing the permit.

During the first year of the Gateway Monument Demonstration Program, the Department received 22 inquiries from Local Entities for 29 monument locations, two proposals were under review by the districts prior to the start of the program. Of the 22 inquiries, 11 preliminary proposals were submitted by Local Entities for processing. Four proposals reached the qualified final proposal stage of which three resulted in gateway monuments being constructed within the State right-of-way. Two proposals were constructed outside of the right of way and are no longer a part of the demonstration program.

The three gateway monuments installed on State right-of-way in 2005 are:

1. Two gateway monuments by the City of Rocklin in Placer County on Interstate 80.
2. One gateway monument by the City of Tehachapi in Kern County on State Route 202.

All installed gateway monuments were constructed according to the approved plans.

The Department has not received any negative feedback pertaining to community acceptance and performance of the installed monuments. In fact, the Department has received only positive comments about the installed monuments.

During the second year of the Gateway Monument Demonstration Program, the Department received 25 new inquiries from Local Entities for 52 proposed monument locations. Local Entities submitted a total of 33 preliminary proposals for evaluation. Two qualified final proposals were submitted and three gateway monuments received approval. Two gateway monuments were constructed within the State right-of-way in 2006. Only one of the three approved gateway monuments was constructed. The other gateway monument installed was one that was initiated and reviewed prior to the start of the program.

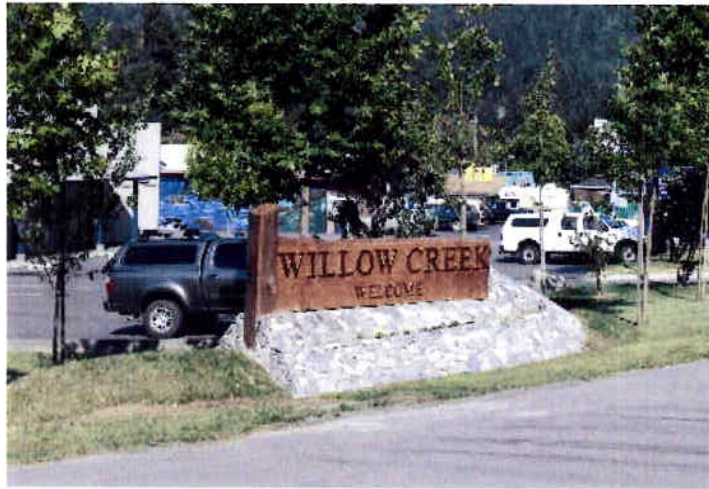
The gateway monuments installed on State right-of-way in 2006 are:

1. One gateway monument by the City of Willow Creek in Humboldt County on State Route 299. (This monument was initiated and evaluated prior to the start of the program.)
2. One gateway monument by Nevada County near Auburn on State Route 49.

The following is a District-by-District summary of the gateway monument activity for 2006 (See Attachment 1 for the Gateway Monument Program Activity Report and Attachment 2 for a statewide map of the District boundaries).

District 1 did not receive any gateway monument inquiries in the 2006 calendar year. However, one Local Entity completed construction of a gateway monument within the State right-of-way, proposed prior to the start of the demonstration program.

- **Willow Creek**, in Humboldt County, began its gateway monument efforts prior to the start of the demonstration program. The monument followed the District Encroachment Permit review process. Although it meets the criteria and requirements for a gateway monument, it did not go through the gateway monument program review process. The monument is located on the westbound side of State Route 299 and is facing eastbound traffic. The monument was completed on August 15, 2006, under encroachment permit #02NMC0391.



Humboldt County, State Route 299 in Willow Creek

District 2 received four preliminary proposals for gateway monuments in the 2006 calendar year. One was denied due to unacceptable content, the remaining three are currently under review.

- **Fall River Valley**, in Shasta County, made an initial inquiry on June 9, 2006 for a gateway monument on State Route 299 east of Pit River Vista Point. The District is coordinating with the Local Entity on the proposal submittal.
- **Portola**, in Plumas County, submitted a gateway monument preliminary proposal in January 2006 for two locations on Route 70, one at each end of town. The proposal was denied due to content not allowed under the demonstration program, the inclusion of service club logos and religious affiliations. This proposal is not part of the demonstration program.
- **Redding**, in Shasta County, submitted two gateway monument preliminary proposals on December 29, 2006 for locations on Route 273, one at Shasta & East St and one at Pine St. The proposal is under District review.
- **Weaverville**, in Trinity County, submitted a preliminary proposal on December 26, 2006 for gateway monuments at three locations; one on State Route 3 south of Airport Rd. and two on State Route 299, one east of Trinco Rd and one east of Industrial Park Way. The proposal is under District review.

District 3 did not receive any gateway monument inquiries in the 2006 calendar year. They did receive two gateway monument preliminary proposals one and resubmitted preliminary proposal. They also approved and issued permits for the construction of two gateway monuments.

- **Elk Grove**, in Sacramento County, a gateway monument on State Route 99 at Sheldon Rd was approved on September 1, 2006. Construction of the gateway monument is included with the permit issued for the interchange reconstruction project, scheduled to go out to bid in the summer of 2007. The gateway monument is not scheduled to be constructed until the spring of 2009. Approval for this gateway monument will be rescinded if the program does not continue after the demonstration period.
- **Grass Valley**, in Nevada County, submitted a gateway monument preliminary proposal on December 15, 2006 for one location on State Route 49, northbound, east of McKnight Way. The proposal is under District review.

- **Lincoln**, in Placer County, submitted a gateway monument preliminary proposal on September 1, 2006 for one location on Route 65, at Twelve Bridges. The proposal is under District review.



Nevada County, State Route 49 in Auburn

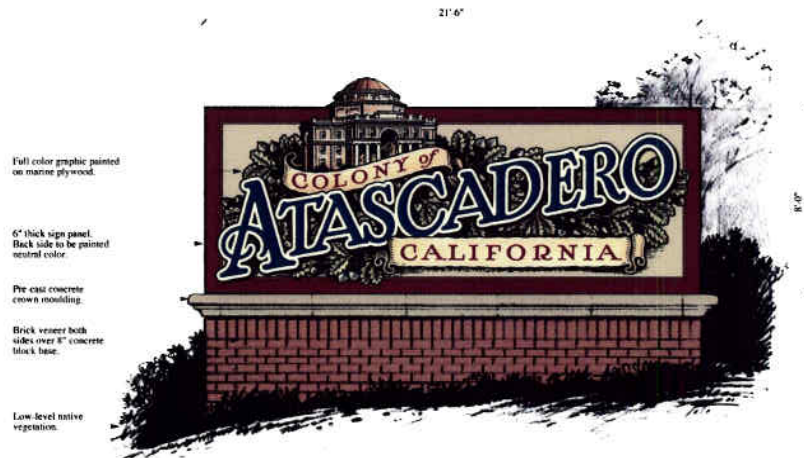
- **Nevada County** made a gateway monument inquiry prior to the start of the demonstration program. The proposal for one gateway monument on State Route 49 outside the City of Auburn was approved on August 31, 2006. The permit, #0306-NGM0556, was issued on September 1, 2006, with work completed on October 1, 2006.
- **Sacramento**, in Sacramento County, re-submitted a preliminary proposal in August 2006 for a gateway monument on the eastbound exit ramp from State Route 160 onto Del Paso Blvd. The proposal is under Headquarters' review.

District 4 had six gateway monument inquiries in 2006. Four of these inquiries resulted in preliminary proposals, one proposal was rejected due to proposed construction after the end of the pilot project, and one of these gateway monuments also has resulted in a final proposal.

- **Colma**, in San Mateo County, submitted their preliminary proposal on November 20, 2006 for Route 82, El Camino Real at Mission Road. It was rejected due to the proposed installation occurring in 2009, beyond the period of the gateway monument demonstration program. The Local Entity will be informed to resubmit their proposal after 2008, if the program continues.
- **El Cerrito**, in Contra Costa County, made an initial inquiry on September 10, 2006 for two gateway monuments on State Route 123, San Pablo Ave, at Carlson Blvd and Cutting Blvd. During evaluation it was determined that gateway monuments could be located outside of the State right-of-way and are no longer part of the demonstration program.
- **Fairfield**, in Solano County, made an initial inquiry on September 5, 2006 to construct one gateway monument on I-80 at N. Texas St. off-ramp. During evaluation it was determined that the project constituted a Community Identifier and is no longer part of the demonstration program.
- **Millbrae**, in San Mateo County, submitted a preliminary proposal on December 26, 2006 for two gateway monuments on State Route 82, (El Camino Real), at Santa Lucia St and at Murchison Dr. The proposal is under District review.
- **Milpitas**, in Santa Clara County, submitted a preliminary proposal on December 26, 2006 for a gateway monument on State Route 237, at northbound I-880 off-ramp. The proposal is under District review.

- **San Bruno**, in San Mateo County, submitted a preliminary proposal on August 28, 2006 for two gateway monuments on State Route 82, (El Camino Real), southbound south of Noor Ave and northbound at San Marco Ave. The proposal is circulating for 2nd round of District review.
- **South San Francisco**, in San Mateo County, submitted a preliminary proposal on December 6, 2006 for two gateway monuments on State Route 82, (El Camino Real), southbound between Spruce Ave and Noor Ave. The proposal is under District review.

District 5 received nine gateway monument inquiries in 2006. Six of these inquiries resulted in preliminary proposals. Six additional preliminary proposals were submitted for prior year inquiries.



San Luis Obispo County, State Routes 41 and 101 in Atascadero

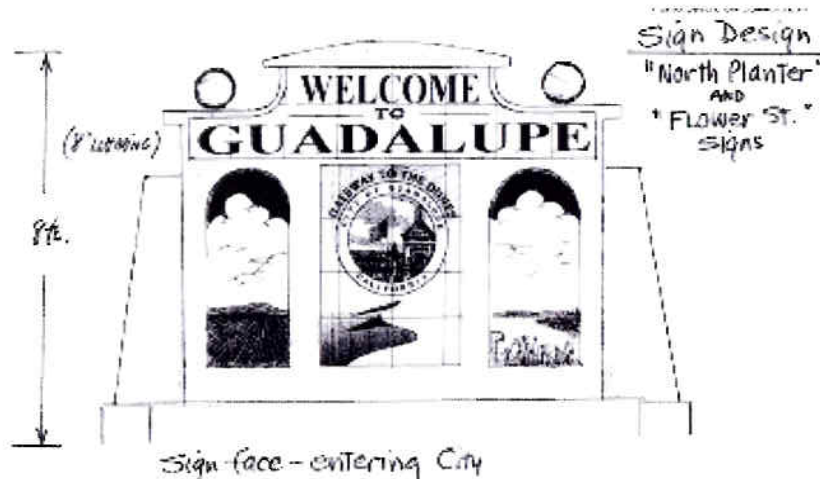
- **Atascadero**, in San Luis Obispo County, submitted a preliminary proposal on December 21, 2006 for four gateway monuments on State Routes 41 and 101. The proposal is under District review.
- **Cambria**, in San Luis Obispo County, submitted a preliminary proposal on December 29, 2006 for one gateway monument on State Route 1, at the north end of the City. The District has provided initial comments on the preliminary proposal to the City.



Monterey County, State Route 1 in Carmel

- **Carmel**, in Monterey County, submitted a preliminary proposal on November 15, 2006 for one gateway monument, at the northwest corner of the intersection of State Route 1 and Ocean Ave. The proposal is under District review.

- **Del Rey Oaks**, in Monterey County, made an initial inquiry on June 20, 2006 for two gateway monuments on State Route 218, at Fremont Blvd and at the junction of State Route 68. A preliminary proposal was not submitted prior to the demonstration period deadline.
- **Goleta**, in Santa Barbara County, made an initial inquiry on October 23, 2006 for one gateway monument on State Route 101, at the Cathedral Oaks Interchange. The City requested postponement of the proposal evaluation until 2009 understanding that the gateway monument program may not be available at that time.



Santa Barbara County, State Route 1 in Guadalupe

- **Guadalupe**, in Santa Barbara County, submitted a preliminary proposal on September 12, 2006 for two gateway monuments, one at the north entrance to the City on State Route 1 and the second at the westbound entrance to the City on State Route 166. The proposal will replace existing signs within the State right-of-way. The proposal is under District review.
- **Morro Bay**, in San Luis Obispo County, submitted a preliminary proposal on February 2, 2006 for two gateway monuments, one northbound on State Route 1 near San Bernardo Creek Rd. and the second westbound on State Route 41 at Ironwood Dr. The City has received preliminary review comments from the District.
- **San Luis Obispo**, in San Luis Obispo County, made an initial inquiry on February 16, 2006 for one gateway monument southbound on State Route 1, at Highland Drive. During evaluation it was determined that the State right-of-way at this location is too narrow to accommodate the gateway monument. The City decided that the gateway monument location could be moved to outside the State right-of-way. The project is no longer part of the demonstration program.
- **San Simeon**, in San Luis Obispo County, submitted a preliminary proposal on December 26, 2006 for two gateway monuments on State Route 1, one northbound, south of San Simeon and one southbound, north of San Simeon. . The City has received preliminary review comments from the District.
- **Santa Maria**, in Santa Barbara County, submitted a preliminary proposal on December 22, 2006 for two gateway monuments on State Route 101, one southbound at State Route 135, and one northbound at the entrance to the City. . The District has provided initial comments on the preliminary proposal to the City.



San Luis Obispo County, State Route 58 in Santa Margarita

- **Santa Margarita**, in San Luis Obispo County, submitted two preliminary proposals on December 12, 2006 for two gateway monuments on State Route 58; one eastbound at the west entrance to the City and one north at the east entrance to the City. The first location is under District review. The second location is outside the State right-of-way and is no longer a part of the demonstration program.
- **Watsonville**, in Santa Cruz County, submitted a preliminary proposal on November 2, 2006 for three gateway monuments, two on State Route 129, eastbound between Harvest Dr. and Sataka Ln. and westbound at Blackburn St, and one on State Route 152, eastbound, west of south Green Valley Rd. The proposal is under District review.

District 6 received one gateway monument inquiry in 2006, which resulted in a preliminary proposal.

- **Delano**, in Kern County, made an initial inquiry on October 2, 2006 for one gateway monument on State Route 99, northbound at the Pond Road off-ramp. A preliminary proposal was submitted on October 31, 2006. The initial review was completed and comments were returned to the City on December 14, 2006.

District 7 received five gateway monument inquiries in 2006. These five inquiries all resulted in preliminary proposals. Additionally, two preliminary proposals were submitted from previous inquiries.

- **Community of Westchester**, in the City of Los Angeles, in Los Angeles County, inquired about placing a monument at Sepulveda on State Route 1 on March 10, 2006. A preliminary proposal was submitted on March 11, 2006. The proposal was rejected due to the community being part of a City; therefore it does not qualify for a gateway monument. This would have to be the City of Los Angeles' only gateway monument on State Route 1. The project cannot move forward and is not part of the demonstration program.
- **Community of Wilmington**, in Los Angeles County, inquired about placing a monument on State Route 1, Pacific Coast Highway, on May 11, 2006. A preliminary proposal was submitted on May 12, 2006. The proposal was rejected due to the community being part of a City; therefore it does not qualify for a gateway monument. This would have to be the City of Los Angeles' only gateway monument on State Route 1. The project cannot move forward and is not part of the demonstration program.

- **Lakewood**, in Los Angeles County, inquired about placing two monuments on State Route 19, Lakewood Blvd, at Postmiles 4 and 5.4, on May 10, 2006. Two preliminary proposals were submitted on September 1, 2006. It was determined that these projects did not meet the definition of gateway monuments, and are not part of the demonstration program.



Ventura County, State Route 101 in Oxnard

- **Oxnard**, in Ventura County, submitted preliminary proposals for two gateway monuments, on State Route 101. The first proposal, at Vineyard, was submitted on July 1, 2006. The second, at Del Norte, was submitted on November 11, 2006. The proposals are under District review.
- **Redondo Beach**, in Los Angeles County, inquired about placing a monument on State Route 1, Pacific Coast Highway, at Avenue I, on April 5, 2006. A preliminary proposal was submitted on September 9, 2006. The proposal was rejected due to safety concerns. The location of the gateway monument is within the clear recovery zone. A new submittal has not been received.

District 8 received two gateway monument inquiries in 2006.

- **Apple Valley**, in San Bernardino County, inquired about placing two gateway monuments on State Route 18, at the eastbound entrance to the City. A preliminary proposal was submitted on November 6, 2006. The proposal is under District review.
- **Needles**, in San Bernardino County, inquired about placing two gateway monuments on Interstate 40, at the eastbound and westbound at J Street. A preliminary proposal was submitted on November 6, 2006. The proposal is under District review.

District 9 did not receive any gateway monument inquiries in 2006.

District 10 did not receive any gateway monument inquiries in 2006. However, a preliminary proposal was evaluated that was submitted in 2005 and has been approved.

- **Copperopolis**, in Calaveras County, submitted a final gateway monument proposal for State Route 4, on November 21, 2006, which was approved on December 20, 2006. The District is currently reviewing the encroachment permit application.

District 11 did not receive any gateway monument inquiries in 2006.

District 12 received two gateway monument inquiries in 2006. Both inquiries resulted in preliminary proposals, a third preliminary proposal was submitted as a result of a previous inquiry.

- **Aliso Viejo**, in Orange County, submitted a preliminary proposal on December 20, 2006 for two gateway monuments, on State Route 73. The City has received preliminary review comments from the District.
- **Buena Park**, in Orange County, submitted a revised preliminary proposal on December 18, 2006 for one gateway monument on State Route 91 at Beach Blvd. The City has received preliminary review comments from the District.
- **Costa Mesa**, in Orange County, made an initial inquiry in 2006 to construct one gateway monument on Interstate 405 at Avenue of the Arts. The proposed monument exceeded the height limit and was denied. The project is no longer part of the demonstration program.
- **Costa Mesa**, in Orange County, submitted a revised preliminary proposal on November 21, 2006 for two gateway monuments, at the I-405/SR-55 interchange and on Interstate 405 at Harbor Blvd. The City has received preliminary review comments from the District.
- **Huntington Beach**, in Orange County, made an initial inquiry on June 6, 2006 for three gateway monuments, one on State Route 39 (Beach Blvd), at State Route 405, and two on State Route 1 (Pacific Coast Highway). A preliminary proposal was submitted on December 7, 2006, and is under District review.
- **Orange County** made an initial inquiry on May 6, 2006 for one gateway monument, on Interstate 5 at the Artesia Blvd interchange, at the County Line. A preliminary proposal was submitted on November 30, 2006. The City has not yet submitted a final proposal.



Orange County, Interstate 5

2006 Gateway Monument Program Activity Report

Dist	City	Co	Rte	Postmile	Location/Description	# of Locations	Initial Inquiry	Preliminary Proposal	Encroachment Exception Request	Final Proposal	Approval	Permit Issued	Installation Complete	Comments
1	Willow Creek	Hum	299	38.5	On the W/B side facing E/B traffic at Westerly limits of Willow Creek	1	5-May-02	4-Apr-03		No Info	No Info	02NMC0391	15-Aug-06	
2	Redding	Sha	299	23.9	East of RR Overhead	1	5-Jul-05							City has no plans to proceed.
2	Redding	Sha	273	L0.24	Shasta & East St	1	5-Jul-05	29-Dec-06						Waiting for City to finalize location.
2	Redding	Sha	273	TBD	Pine St	1	5-Jul-05	29-Dec-06						Waiting for City to finalize location.
2	Portola	Pla	70	75.48 & 76.68	West end of town near pump house and east end of town at the City limits	1	13-Dec-05	1-Jan-06						Denied; proposal included service club and church signs.
2	Fall River Valley	Sha	299	89.56	Just east of Pit River vista point	1	9-Jun-06							Awaiting final proposal.
2	Weaverville	Tri	3 & 299	37.36, 50.73 & 53.43	Rte 3 - S. of Airport Rd, Rte 299 - E. of Trinco Rd. & E. Industrial Park Way	3	2006	26-Dec-06						Awaiting final proposal.
3	Tahoe City	Pla	89, 28	1-9.05, 2-12.95, 3-1.23	Location 1 - Rte 89, Location 2 - Rte 89, Location 3 - Rte 28	3	16-Dec-05							Placer County took over the lead in 2006 and is coordinating with all partners. Project still going forward.
3	Rancho Cordova	Sac	50	R9.51	Mather IC	1	7-Mar-05							City will not be continuing with Gateway Project at this time. If program continues, they expect to submit in 3-4 years when funding is not an issue.
3	Sacramento	Sac	160	R44.98	Del Paso Blvd	1	No Info	14-Jun-05 resubmittal Aug 2006						Preliminary proposal has been submitted. Design Reviewer has proposed an alternative location that is being reviewed by the City. Project will go forward and no problems are anticipated.
3	Rocklin	Pla	80	6.06	Rocklin Road interchange/I80	2	Prior to the start of the program	Prior to the start of the program		shown on cover of 2005 report	1-May-05	2005, EA03-72004	1-Nov-05	City incorporated gateway into major interchange modification project.
3	Nevada County	NEV	49	0.55	Outside of Auburn, north of county line	1	Prior to the start of the program	Prior to the start of the program			31-Aug-06	1-Sep-06, 0306-NGM0556	1-Oct-06	Construction complete.
3	Grass Valley	NEV	49	E. McKnight Way & 49	NB SR 49	1	From internet 2006	15-Dec-06						Application review has not commenced as of this date. Applicant wanted to submit prior to deadline. Drawings & site plan included in initial package.
3	Elk Grove	SAC	99		Sheldon Road OC & Hwy 99	1	No Info	To Local Assistance, date unknown			1-Sep-06	1-Sep-06	Tentatively - Spring 2009	Gateway being constructed as part of IC work. PM says all work to be bid as one pkg summer 2007.
3	City of Lincoln	PLA	65	Twelve Bridges & 65		1	from internet 2006	1-Sep-06						Revised design is in review process.
4	Oakland/San Leandro	Ala	61	15	Oakland/San Leandro City limits	1	No Info	6-May-05		7-Oct-05				Has received final approval.
4	Colma	SM	82	23.4	On El Camino Real between B & C Streets	1	No info	1-Nov-05						Examining alternate locations. City has not responded to Caltrans comments.

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Dist	City	Co	Rte	Postmile	Location/Description	# of Locations	Initial Inquiry	Preliminary Proposal	Encroachment Exception Request	Final Proposal	Approval	Permit Issued	Installation Complete	Comments
4	Colma	SM	82	22.4	On El Camino Real at Mission Road	1	20-Nov-06	20-Nov-06						Proposed construction (2009) is beyond the period of Gateway pilot program. Local Representative will be informed they will need to resubmit proposal after 2008 if program is accepted.
4	South San Francisco	SM	82	19.5 & 21.7	On El Camino Real South between Spruce Ave and Noor Ave	2	6-Dec-06	6-Dec-06						Proposal circulating for initial comments from DTAC and functional units. Design exception required.
4	San Bruno	SM	82	18.4 & 19.5	On El Camino Real Southbound south of Noor Ave and northbound at San Marco Ave	2	23-Aug-06	28-Aug-06		8-Dec-06				Proposal circulating for 2nd review and comments from DTAC and functional units.
4	Millbrae	SM	82	15.9 & 17.2	On El Camino Real at Santa Lucia St and Murchison Dr.	2	23-Aug-06	26-Dec-06						Proposal circulating for initial comments from DTAC and functional units. Conditional approval pending City clearing traffic issues and documentation of community support and investigation of alternative locations.
4	Milpitas	SCL	237	9.3	On SR 237 at NB I-880 offramp	1	26-Dec-06	26-Dec-06						Proposal circulating for initial comments from DTAC and District functional units.
4	Brentwood	CC	4		On SR-4 at Claevas Ln Overcrossing and Franklin Canyon Undercrossing	2	1-May-03	No Info						Local Agency has decided not to pursue Gateway Monument but to instead develop as Community Identification
4	El Cerrito	CC	123	0.0 & 2.1	On San Pablo Ave at Carlson Blvd. and Cutting Blvd.	2	10-Sep-06	No Info						Gateway Monument moved to outside State R/W. Proposal reviewed for consistency with Gateway Guidelines and Traffic Safety Policy.
4	Fairfield	Sol	80		On I-80 at N. Texas St. offramp	1	5-Sep-06	No Info						Proposal has been determined to be a community identifier and is moving forward.
5	Atascadero	SLO	41, 101	14.3, 17.0 & 42.6, 47.8	Postmiles approximate. On 101 at N & S entry to City and on 41 at N & S entry to city.	4	23-Aug-06	21-Dec-06						City has developed signage system - one type can fall into the GMP and others may need cooperation or permits from Caltrans. Maps can be found at http://www.radenakdesign.com/ata-scadero_map.pdf .
5	Cambria	SLO	1	52.2	Southbound at the North end of Cambria, 55' west of Highway 1 and east of the frontage road.	1	29-Aug-06	29-Dec-06						Draft Gateway Locations. Requesting more detail for review.
5	Carmel	Mon	1	73.81	Northwest corner at the intersection of State Highway 1 and Ocean Avenue.	1	12-Jun-06	15-Nov-06						Might be partially within ROW.
5	Del Rey Oaks	Mon	218	0.00, 1.96	At Fremont Blvd and at Junction of State Route 68.	2	20-Jun-06	None						Worked on mapping but preliminary proposal was not received prior to deadline.
5	Guadalupe	SB	1	50.35	Northbound on Highway 1 at northern entrance to city (east side of highway).	1	12-Sep-06	12-Sept-06						Replacing existing entry sign within State right-of-way.
5	Guadalupe	SB	166	0.33	Westbound on 166 at entrance to city.	1	12-Sep-06	12-Sept-06						Replacing existing entry sign within State right-of-way.

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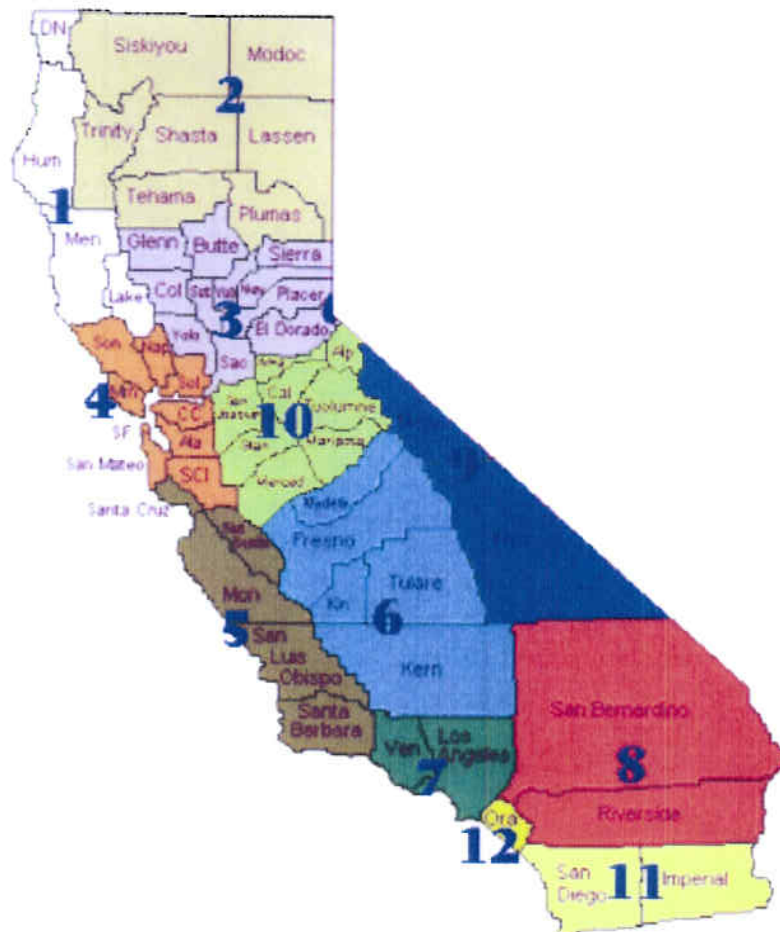
Dist	City	Co	Rte	Postmile	Location/Description	# of Locations	Initial Inquiry	Preliminary Proposal	Encroachment Exception Request	Final Proposal	Approval	Permit Issued	Installation Complete	Comments
5	Morro Bay	SLO	1	27.2	Northbound on Highway 1 near San Bernardo Creek Road.	1	23-May-05	02-Feb-06						Preliminary review complete. Requesting updated plans.
5	Morro Bay	SLO	41	0.39	Westbound on Highway 41 at Ironwood Drive.	1	23-May-05	02-Feb-06						Preliminary review complete. Requesting updated plans.
5	San Simeon	SLO	1	53.75, 55.20	Northbound South of San Simeon, 68' east of the traveled way. Southbound North of San Simeon, 40' west of the traveled way.	2	29-Aug-06	29-Dec-06						Draft Gateway Locations. Requesting more detail for review.
5	Santa Maria	SB	101	21.70, 82.95	Southbound at the intersection of 101 & 135. Located Northbound on 101.	2	20-Jul-05	22-Dec-06						Draft Gateway Locations. Requesting more detail for review.
5	Santa Margarita	SLO	58	0.73	West gateway entrance on Eastbound 58.	1	1-Jul-04	12-Dec-06						Full set of Plans and details submitted.
5	Santa Margarita	SLO	58	1.63	East gateway town entrance 200 feet north of Highway 58	1	1-Jul-04	12-Dec-06						Located on adjacent street. Outside of State right-of-way.
5	Watsonville	SCr	129, 152	0.97 & 0.53, 0.58	East bound between Harvest Drive and Sataka Lane. Westbound at Blackburn Street. Eastbound - west of South Green Valley Road.	3	1-May-00	02-Nov-06						Full set of Plans and details submitted.
5	Groleta	SB	101	27	At the proposed Cathedral Oaks Interchange	1	23-Oct-06	None						Will wait until 2009 will proceed if program continues.
5	San Luis Obispo	SLO	1	17.75	Southbound at Highland Drive	1	16-Feb-06	None						State right-of-way is very narrow, will move to outside the State right-of-way.
5	Paso Robles	SLO	46, 101	33.85 & 55.6	On Rt 46 at Jardine Road and on Rt 101 at the South Spring Street off ramp.	2	Prior to the start of the program	Prior to the start of the program					11-June-03	Sign location outside of State right-of-way. Planting within State right-of-way.
6	Delano	Ker	99	52.2	NB Pond Road Off ramp	1	2-Oct-06	31-Oct-06						Returned comments to City on 12/14/06.
7	San Gabriel	LA	10	25.84	San Gabriel Blvd	1	8-Jun-05	9-Jun-05						Location rejected as unsafe, no new submittal received
7	Community Westchester	LA	1	27.4	Sepulveda	1	10-Mar-06	11-Mar-06						Community does not qualify, City of Los Angeles has not submitted.
7	Community Wilmington	LA	1	8.6	Pacific Coast Highway	1	11-May-06	12-May-06						Community does not qualify, City of Los Angeles has not submitted.
7	Redondo Beach	LA	1	18.1	Pacific Coast Highway/Avenue 1	1	5-Apr-06	9-Sep-06						Location rejected as unsafe, no new submittal received
7	Lakewood	LA	19	4	Lakewood Blvd.	1	10-May-06	1-Sep-06						This proposal does not meet the definition of a Gateway Monument.
7	Lakewood	LA	19	5.4	Lakewood Blvd.	1	10-May-06	1-Sep-06						This proposal does not meet the definition of a Gateway Monument.
7	Oxnard	Ven	101	R23.10	Wagon Wheel Road	1	14-Jul-04	1-Jul-05						Location rejected as unsafe and alternative were not highly visible from Citrus stand point.
7	Oxnard	Ven	101	21.8	Vineyard	1	14-Jul-04	1-Jul-06						New Location being reviewed, meets gateway monument requirements.
7	Oxnard	Ven	101	??	Del Norte	1	14-Jul-04	11-Nov-06						New Location being reviewed, meets gateway monument requirements.

2006 Gateway Monument Program Activity Report

Dist	City	Co	Rte	Postmile	Location/Description	# of Locations	Initial Inquiry	Preliminary Proposal	Encroachment Exception Request	Final Proposal	Approval	Permit Issued	Installation Complete	Comments
7	Thousand Oaks	Ven	101	R3.34	Thousand Oaks Blvd.	1	30-Sep-05	No Info					No date, signs were in place prior to the end of the 2005 calendar year.	After initial inquiry, City had signs placed outside of R/W in City street median.
8	Fontana	SB	10	16.2	Sierra Ave. OC	1	5-Dec-05	28-Jun-05						Original Proposal rejected (did not meet guidelines). City to revise the proposal. Nothing submitted in 2006.
8	Needles	SB	40		Eastbound and Westbound Route 40 at J Street	2	6-Nov-06	6-Nov-06						City interested looking for direction, District assisting City with request.
8	Apple Valley	SB	18		Eastbound / Southbound	1	6-Nov-06	6-Nov-06						District coordinating with city.
9	Tehachapi	Ker	202	9.4	Near Tucker Road	1	18-Jul-05	12-Sep-05		No Info	No Info	31-Oct-05	2-Dec-05	Project Complete
10	Turlock	Sta	99	6.75	Taylor Road	1	4-Jan-05	No Info						Districts comment sent Jan 13, 2005. City will pursue location outside R/W.
10	Sutter Creek	Ama	49		One @ Sutter Creek and one @ Amador City	2	1-Aug-05	28-Dec-06						Local agency submitted their Proposal on Dec 28, 2006.
10	Riverbank	Sta	108	33.1	Route 108 and 5th Street	1	27-Jul-05	No Info						District comments sent Aug 31, 2005. Will be placed outside of R/W.
10	Columbia	Tuo	49	20.3	Parrots Ferry Road	1	5-Dec-05	No Info						Project is delayed due to other construction, will proceed later if program continues.
10	Copperopolis	Cal	4	7.35	Route 4 at Little John Road	1	4-Jan-05	18-Apr-05		21-Nov-06	20-Dec-06	1/15/07 T		County has responded to all comments from district and has District Director approval. District is currently reviewing the encroachment permit.
11	Brawley	Imp	78/111	22.2	Intersection of Routes 78 & 111	1	Prior to the start of the program	Prior to the start of the program						Converting to Community ID proposal.
11	Chula Vista	SD	5/805	8.4	E Street OC & I5	1	5-Jan-05							Awaiting proposal
12	Aliso Viejo	Ora	73		State Route 73/ final location not yet determined	2	1-Feb-05	20-Dec-06						Awaiting qualified proposal.
12	Buena Park	Ora	91	R2.62	State Route 91 & Beach Blvd	1	1-Dec-05	30-Dec-05 Resubmitted 18-Dec-06						District reviewed revised preliminary proposal in 2006. Comments have been given to Local Agency.
12	Costa Mesa	Ora	405	9.4	Interstate 405 & Avenue of the Arts	1	2006							Proposal denied, Monument exceeded height limit.
12	Costa Mesa	Ora	55/405/73	8.9 (405/55) 11.5 (405/Harbor)	Location 1-405/55 IC, Location 2-Harbor Blvd.	2	1-Aug-05	7-Sept-05 Resubmitted 21-Nov-06						Preliminary locations denied. Revised submittal is under District Review.
12	Huntington Beach	Ora	39/1	5.6 (39) 21.9, 29.9	State Route 39 (Beach Blvd.) & Interstate 405 (1 location)/ State Route 1 (Pacific Coast Highway) (2 locations)	3	1-Jun-06	7-Dec-06						Awaiting qualified proposal.
12	Orange County (OCTA)	Ora	5	44.26	Interstate 5 at Artesia UC/ County Line	1	1-May-06	30-Nov-06	Submittal pending.					Tentative HQ approval of preliminary proposal. This location is on an interstate and requires an Encroachment Exceptions Request (from Encroachment Exceptions).

2006 Gateway Monument Program Activity Report														
Dist	City	Co	Rte	Postmile	Location/Description	# of Locations	Initial Inquiry	Preliminary Proposal	Encroachment Exception Request	Final Proposal	Approval	Permit Issued	Installation Complete	Comments
					Number of Submittals Prior to start of Program	21	12	5					1	
					Number of Submittals in 2005	28	22	9		3	1	2	3	
					Number of Submittals in 2006	42	31	33		2	3	2	2	
					Total Number of Submittals	94	65	47		5	4	4	6	
					Denotes gateway monument location moved or to be moved outside of State right-of-way.									
					Denotes gateway monument project no longer moving forward. Either project was denied or City has decided not to proceed with a gateway monument.									
					Denotes gateway monument being delayed, will resubmit if program continues.									
					Determined that project is not a gateway monument, but, meets the requirements of another program and is moving forward under that program. (Transportation Art, Community Identifier,etc.)									

Caltrans District Boundaries



Guidelines for Gateway Monument Demonstration Program

1/5/05

General

To further the Department's efforts to implement Director's Policy 22, Context Sensitive Solutions, and address the needs of a City, County, or township, herein after referred to as a "Local Entity", the Department has initiated a voluntary pilot program, hereinafter referred to as "demonstration program," to consider Gateway Monument proposals submitted by Local Entities, proposed to be constructed within the operational highway right-of-way.

Integration of the transportation system to reflect community values may be achieved through enhancements that include Gateway Monuments. This demonstration program provides a method for the Department to permit enhancement of existing or new transportation facilities by local entities.

Participation in this demonstration program shall be at the sole discretion of each District Director.

The District has the authority to require additional conditions of the established guidelines of this demonstration program.

The duration of this demonstration program will be for a period of four years, from January 1, 2005 to December 31, 2008. The Department may discontinue this demonstration program at any time prior to the termination date.

The Department will accept preliminary Gateway Monument proposals only during the first two years of the demonstration program, until December 31, 2006. **Proposals for the placement of Gateway Monuments will not be accepted after December 31, 2006.**

Each participating District shall submit a biannual status/summary report to the Headquarters, Landscape Architecture Program (LAP), to document the status of all District Gateway Monuments. The LAP shall compile and present an annual statewide summary/status report to Headquarters, Division of Design, beginning January 1, 2006.

A Gateway Monument is defined as any **freestanding** structure or sign, non-integral or non-required highway feature that will communicate the name of a city, county or township. A Gateway Monument may include the officially adopted seal or slogan of the Local Entity.

Gateway Monuments differ from Community Identification in that Community Identification is defined as images or text that conveys information about a region, community or area (township) that may be integrated, painted or placed as an aesthetic treatment upon engineered highway facilities. Refer to the *Project Development*

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Procedures Manual, Chapter 29 – Landscape Architecture, Section 8 – “Community Identification” for specific information on Community Identification.

Gateway Monuments differ from Transportation Art in that Gateway Monuments may include text and must be a freestanding structure or sign, not integral to a required highway facility. Refer to the *Project Development Procedures Manual*, Chapter 29 – Landscape Architecture, Section 6 - “Transportation Art” for specific information on Transportation Art.

Refer to the *Encroachment Permits Manual* Section 501.3F (http://www.dot.ca.gov/hq/traffops/developserv/permits/pdf/manual/Chapter_5.pdf) for additional information on Gateway Monuments.

Guidelines

Local Entities often desire new and existing transportation facilities to provide identification and a favorable image of the communities in which they are located. The Department encourages and promotes enrichment of the cultural and visual environment for transportation system users and local communities by facilitating and coordinating the integration of Gateway Monuments within the operational highway right-of-way, through the encroachment permit process.

Gateway Monuments are to be solely funded and maintained by a Local Entity. The Department will collaborate with the responsible Local Entity supporting the proposed Gateway Monument.

Only one Gateway Monument installation will be allowed per State Highway or Interstate approach (one in each direction) into a Local Entity contiguous to the highway. The Department retains sole discretion for determining the location, appropriate size, content, colors and other elements of the Gateway Monument. The Department shall have sole responsibility for approval of the Gateway Monument.

The Local Entity shall first consider feasible alternatives in lieu of placement of a Gateway Monument within the operational highway right-of-way. The alternatives shall include but are not limited to the following:

1. Locate the proposed Gateway Monument outside of the operational highway right-of-way.
2. Community Identification on existing or proposed-engineered highway features.
3. Aesthetic treatment for an existing or proposed transportation facility.
4. Utilization of existing or natural topographic features in the placement of the Gateway Monument.

Gateway Monuments and Community Identification are discretionary features within the transportation corridor. To avoid motorist distraction and visual clutter, a maximum of only one Gateway Monument or Community Identifier visible from the traveled highway will be allowed per State Highway or Interstate approach (one in each direction) into a Local Entity. Existing Gateway Monument features located on private or public property and within 660 feet of the State right-of-way will be considered to be the allowed feature

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and no additional Gateway Monument will be approved. Gateway monuments shall be located well beyond the clear recovery zone or otherwise placed such that there will be minimal likelihood of being struck by an errant vehicle.

Other improvements may be considered in conjunction with the Gateway Monument proposal. Any improvements over and above what the Department would otherwise fund, install, construct, maintain, etc., will be the responsibility of the Local Entity. The Department will collaborate with the Local Entity for appropriateness of the Gateway Monument proposal in context with existing, proposed and future improvements.

Review/Approval Process

Gateway Monument submittals shall be reviewed for approval or denial with primary considerations to safety (location), appropriateness, aesthetics, access for maintenance purposes, and the message being communicated. Aesthetics in this context is for a proposed **freestanding** Gateway Monument, and shall not be confused with aesthetic treatments incorporated into engineered highway features (sound-walls, retaining walls or other highway features).

The District Gateway Monument Coordinator shall be the single point of contact to qualify and process all submittals. The Local Entity shall submit a preliminary Gateway Monument proposal to the District Gateway Monument Coordinator. The District Gateway Monument Coordinator will evaluate the preliminary proposal to determine if the scope of work is appropriate for the corridor. Prior to circulation of the preliminary proposal, the District Gateway Monument Coordinator may advise the Local Entity of any obvious constraints or concerns, or may solicit additional documentation, exhibits, or request amendment of the proposed scope of work. Upon receipt of a qualified preliminary proposal the District Gateway Monument Coordinator will initiate a tracking document and circulate the proposal for review and comment to the Landscape Architecture Program District Coordinator and District Transportation Art Coordinator, Design, Traffic Operations, Environmental, Maintenance, Right of Way and other appropriate functional units within the District.

The Landscape Architecture Program District Coordinator will forward the proposal to the Headquarters Design Coordinator and, if work is proposed on an Interstate highway facility, to the Headquarters, Division of Design, Office of Encroachment Exceptions, for additional processing and FHWA review. The Headquarters Design Coordinator shall solely evaluate and approve or deny the proposed location of the Gateway Monument prior to any further consideration by the Department. The Landscape Architecture Program District Coordinator shall evaluate and approve or deny the content of the proposed Gateway Monument and will coordinate the review and comments from Headquarters.

The District Gateway Monument Coordinator will advise the Local Entity to incorporate comments and to re-submit the preliminary proposal.

The District Gateway Monument Coordinator shall be the single point of contact to process final Gateway Monument proposals from the Local Entity. The District Gateway Monument Coordinator will evaluate the final proposal to verify that previous comments have been incorporated into the submittal. The District Gateway Monument Coordinator will forward qualified final submittals to the District Director for approval.

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and to the Landscape Architecture Program District Coordinator and Headquarters Design Coordinator for review and written concurrence.

If approved by the District Director and concurred with by the Landscape Architecture Program District Coordinator and Headquarters Design Coordinator, the District Gateway Monument Coordinator will advise the Local Entity to present a final submittal to the District Permit Engineer. Final submittal for Gateway Monument will be processed as an encroachment permit. The District Permit Engineer shall notify the District Gateway Monument Coordinator and the HQ Principal, Landscape Architecture Program when the permit has been approved and when construction of the Gateway Monument is completed.

Gateway Monument proposals incorporated with transportation projects will be identified in the Cooperative Agreement and shall be subject to the review process detailed above and constructed under a separate permit. Gateway Monuments included as part of a capital improvement project, regardless of funding source, will be reviewed and approved through the Department's project development process and as directed within these guidelines.

Administrative Responsibilities

Headquarters

The Chief, Division of Design is responsible for the following:

- Managing the Gateway Monument program.
- Retaining the discretionary authority to condition or revoke the demonstration program.

The Principal, Landscape Architecture Program (Division of Design), is responsible for the following:

- Maintaining and disseminating guidelines and procedures for Gateway Monuments.
- Formulating and managing a statewide inventory of Gateway Monument Proposals.
- Monitoring District performance and providing quality assurance of program guidelines.

The Headquarters Landscape Architecture Program District Coordinator, is responsible for the following:

- Evaluating qualified preliminary Gateway Monument proposals and providing a determination regarding the content and presenting their finding to the District Gateway Monument Coordinator.
- Routing qualified preliminary Gateway Monument proposals to the Headquarters Design Coordinator and Headquarters Office of Encroachment Exception.
- Forwarding Headquarters Design Coordinator and Headquarters Office of Encroachment Exception determinations to the District Gateway Monument Coordinator.
- Evaluating final submittals for Gateway Monuments and providing written concurrence with the content of the monuments.

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The Headquarters Design Coordinator (Division of Design), is responsible for the following:

- Evaluating qualified preliminary Gateway Monument proposals within the operational highway right-of-way and providing a determination regarding the site-specific location and presenting their finding to the District Gateway Monument Coordinator.
- Evaluating final submittals for Gateway Monuments within the operational highway right-of-way and providing written concurrence regarding the site-specific location.

The Chief, Office of Encroachment Exceptions (Division of Design) is responsible for the following:

- Evaluating the demonstration program and the impacts Gateway Monuments have to the highway system.
- Processing FHWA review of proposals located on an Interstate highway facility.

The Chief, Office of Signs, Markings, Encroachment Permits (Division of Traffic Operations) is responsible for the following:

- Development of encroachment permit and special provisions forms for this program.
- Maintaining and clarifying encroachment permit policy and encroachment permit procedural requirements.

Districts

The District Director of each participating district is responsible for the following:

- Administering the Gateway Monument demonstration program in accordance with these guidelines.
- Notifying the Principal, Landscape Architecture Program (Division of Design), of additional conditions by the district, added to the established guidelines of this demonstration program.
- Designating a District Gateway Monument Coordinator.
- Approving Gateway Monument proposals.
- Preparing biannual status and annual summary reports and submitting to the Principal, Landscape Architecture Program (Division of Design).

The District Gateway Monument Coordinator, is responsible for the following:

- Acting as the single focal point to qualify, process and evaluate Gateway Monument submittals by Local Entities.

The District Permits Engineer, is responsible for the following:

- Ensuring a maintenance agreement is completed prior to issuance of the encroachment permit.
- Issuing the encroachment permit to the Local Entity.
- Inspecting the Gateway Monument construction.
- Notifying the District Gateway Monument Coordinator and HQ Principal, Landscape Architecture Program of Gateway Monument permit approval and construction completion.

Financial Responsibilities

All costs for proposed Gateway Monument design, construction, access for maintenance, maintenance, and if required, removal of the Gateway Monument shall be the responsibility of the Local Entity and stipulated in detail within the Preliminary and Final Gateway Monument submittals.

When the work is proposed by a Local Entity as part of a roadway project, the Department will allocate resources for the administrative costs associated with review and determination of appropriateness of proposed Gateway Monuments as part of the transportation corridor with existing and proposed engineered highway features. Necessary resources for design, implementation, construction or maintenance of Gateway Monuments will be the responsibility of the Local Entity. A Cooperative Agreement between the Department and the Local Entity will document any such negotiated agreements.

The Encroachment Permit shall stipulate that the Local Entity shall hold harmless, indemnify and defend the State against any action associated with a Gateway Monument. The Department will assume the administrative costs associated with reviewing Gateway Monument proposals, and developing, issuing and monitoring the Encroachment Permit for approved Gateway Monument projects. All other costs, including labor, materials, supplies, and traffic control (if required) for design, engineering, testing, construction, installation, maintenance and removal of the Gateway Monument shall be the responsibility of the Local Entity.

The Department may require the Local Entity provide bonds or other means to ensure maintenance, rehabilitation and removal of the Gateway Monument.

Maintenance

A Maintenance Agreement (as outlined in Appendix B of the Encroachment Permits Manual) for the care and upkeep of said Gateway Monument shall be established between the Local Entity and the Department. Maintenance access shall be as stipulated by the Department in the agreement and should be provided from outside the highway right-of-way, wherever possible.

Gateway Monuments shall be kept clean, free of graffiti, and in good repair. The Local Entity shall be required to provide for regularly scheduled maintenance, as described in the maintenance agreement, for its projected lifespan, including graffiti removal and restoration work to maintain the integrity of the approved Gateway Monument. Graffiti removal shall conform to current Department policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti. Maintenance practices shall protect air and water quality as required by law.

The Department may perform maintenance activities in the area of the Gateway Monument, such as litter pickup and other maintenance that is normally associated with the transportation facility or right-of-way. The Department will not provide maintenance

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of the Gateway Monument itself. Any other maintenance activities anticipated by the Local Entity that are over and above what the Department would normally provide will be documented by Encroachment Permit or Cooperative Agreement as a requirement of the Local Entity.

Removal

The Local Entity shall remove Gateway Monuments, which in the opinion of the Department create safety or operational concern due to deterioration or inadequate maintenance. The Department will notify the Local Entity when it has determined that the Gateway Monument requires special attention. In the event the Local Entity fails to maintain, repair, rehabilitate or remove the Gateway Monument in a timely manner, the Department may remove the Gateway Monument after sixty (60) days following notification to the Local Entity, and bill the Local Entity for all costs of removal and restoration of the area.

The Department reserves the right to remove the Gateway Monument due to construction, rehabilitation or other necessary activities affecting the transportation facilities without any obligation, compensation to, or approval of the Local Entity. The Department should strive to notify the Local Entity of its intent to remove the Gateway Monument to allow for timely removal and salvage by the Local Entity (if possible).

The Department reserves the right to remove or alter any Gateway Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Local Entity.

Guidelines for the Design and Placement of Gateway Monuments

Proposed Gateway Monuments shall:

1. Be freestanding.
2. Incorporate a community name, logo, graphic, seal, or slogan that has been associated historically with the community.
3. Include, if required by the Department, approved protective graffiti coatings.
4. Be developed to require low or no maintenance to minimize exposure of workers and others to potential risks.
5. Be appropriate to its proposed setting and community context.
6. Be in proper size and scale with its surroundings. The maximum size shall fit within 10 cubic meters (353 cubic feet). The width shall not exceed 6 meters (20 feet) and the height shall not exceed 6 meters (20 feet) above existing grade.
7. Be composed of materials that are durable for the projected life span of the project.
8. Be located well beyond the clear recovery zone, placed such that there will be minimal likelihood of being struck by an errant vehicle, or in a protected location, and have the site- specific approval of the Headquarters Design Coordinator.
9. Be located where maintenance can be safely performed, as specified in the Encroachment Permit, and in conformance with Department procedures.
10. Conform to provisions of the Outdoor Advertising Act.

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11. Be subject to the review and approval of the Department in consideration of design, size and scale for appropriate integration on urban or rural highway features.

Proposed Gateway Monuments shall not:

1. Be allowed within the median areas of controlled access highway right-of-way.
2. Contain religious, political, special interest, private, or commercial messages of any sort including but not limited to symbols, logos, business names, trade names, jingles, or slogans.
3. Contain any displays of any sort, advertising, decorative banners, flags, or flag poles.
4. Display telephone numbers, street addresses, or Internet addresses.
5. Interfere with airspace above the roadway.
6. Create a distraction to the motoring public, e.g. the proposed Gateway Monument shall be large enough to interpret at highway speed, but not be so large that it demands attention from the motorist.
7. Include reflective or glaring surface finishes.
8. Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted.
9. Display blinking or intermittent lights, including changeable message signs.
10. Include moving elements (kinetic art) or simulate movement.
11. Include images of flags.
12. Interfere with official traffic control devices nor interfere with the operational right-of-way above the roadway.
13. Be placed within State right-of-way upon trees, or painted or drawn upon rocks or other natural features.
14. Make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the FHWA Manual on Uniform Traffic Control Devices (MUTCD).
15. Restrict sight distance.
16. Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided, and will be allowed only with written approval of the District Landscape Architect.
17. Negatively impact existing highway features including existing signs, irrigation systems, necessary drainage patterns and facilities.
18. Protrude or span over travel lanes or roadbed.

Submittal of Gateway Monument Proposals

The proposed site for integration of any preliminary or final Gateway Monument shall be reviewed and approved by the Department for safety and environmental considerations prior to approval of an Encroachment Permit or Cooperative Agreement. Safety determinations affecting highway operation, maintenance or tort liability shall be documented in a Permit Engineering Evaluation Report (PEER), when not prepared in conjunction with a proposed or ongoing State and Federal Project through a Project Initiation Document (PID). All final proposals shall be in compliance with State environmental laws and regulations.

Submittal Requirements of Preliminary Gateway Monument Proposals

The Local Entity shall provide the Department professionally prepared plans depicting the following information:

1. Site-specific proposal (Index Sheet, with vicinity map).
2. Dimensions and offsets (R/W lines, Edge Of Pavement, Center Line, Clear Recovery Zone).
3. Location for placement of the proposed Gateway Monument (topography).
4. Preliminary sketches, elevation of proposed Gateway Monument.
5. Discussion of proposed materials, colors, text, etc.
6. Proposed message to be communicated.

Submittal Requirements for Final Gateway Monument Proposals

A final Gateway Monument proposal must be supported by the Local Entity that has jurisdiction in the area where the Gateway Monument will be incorporated with the transportation facility. The Local Entity shall issue an adopted resolution or other official document recommending approval of the proposed design of the Gateway Monument and requesting installation within the operational highway right-of-way.

The Local Entity shall provide the Department an adopted resolution or other official documentation that describes the Local Entity's:

1. Jurisdiction over the area of the project site.
2. Approval of the Gateway Monument content.
3. Funding responsibility.
4. Commitment to ensure maintenance of the Gateway Monument, including timely graffiti removal/repair, and removal (or restoration) of the Gateway Monument as needed.
5. Proposed schedule for commencing and completing project installation, if by separate permit.

A licensed Landscape Architect, Architect or Professional Engineer shall professionally prepare final submittals for a Gateway Monument Proposal. Exhibits, plans and details shall comply with the Encroachment Permit Manual, Section 501.3F and Table 5.1(a) and shall include, but are not limited to:

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1. A full description of the proposed Gateway Monument, including location, construction and installation techniques, details necessary to convey construction methods, and proposed materials, including, but not limited to, paint and protective coatings.
2. Specifications for proposed materials, including Material Data Sheets.
3. A scaled drawing and/or model (the Department may furnish necessary site data).
4. Construction schedule.
5. Cost estimate.
6. Traffic control plans and provisions if required.
7. Maintenance plan and schedule.
8. Environmental documentation.
9. Location for placement of the proposed Gateway Monument.
10. Elevations and details clearly illustrating and dimensioning the proposal (the Gateway Monument must be aesthetically pleasing on all visible sides).
11. Proposed access for maintenance purposes.
12. Proposed maintenance plan schedule.
13. Proposed color scheme.
14. Proposed lighting.
15. Proposed message to be communicated.
16. Alternatives considered properly documented and included.

The Local Entity shall adhere to and maintain compliance of Departmental rules, regulations and any additional requirements the Department may apply to the project.

After review and approval by the Department, the Gateway Monument proposal and approval documents will be submitted by the Local Entity to the District Permit Engineer for processing.

If, at any time during the process, the Department recommends any changes or withholds concurrence on a project that has not yet received final approval, the proposal may be returned to the Local Entity for revision. Once the Department approves a Gateway Monument proposal, no changes shall be made to the Gateway Monument without prior written approval of the District Director, District Gateway Monument Coordinator and Headquarters Design Coordinator.

The approval of a Gateway Monument proposal shall be made with due consideration to safety (location, potential for motorist distraction, accessibility for maintenance, etc.), aesthetics, community support and maintainability.

Proposals for the placement of Gateway Monuments must comply with this demonstration program.